

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: CHIEF, HUMAN RESOURCE SERVICES DIVISION

LEVEL: CEA 2 \$7302 - \$8051

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Administration Branch, the Chief, Human Resource Services Division provides leadership and direction to the division staff of approximately 120 managers, supervisors, technical and support staff involved in the administration of the Department's varied human resource programs including the following: Labor Relations, Workers' Compensation, Health and Safety, Reasonable Accommodation, position classification and allocation, payroll transactions, examination and recruitment, adverse actions, and management and staff training and development programs.

The Chief, Human Resource Services Division, develops and recommends personnel management policies, procedures and programs to the Director and Executive staff. The incumbent advises department managers and supervisors on technical personnel-related issues and provides recommendations and alternatives on implication of proposed personnel management actions. The incumbent represents the Department on personnel management matters with the State Personnel Board, Department of Personnel Administration, Department of Finance, State Controller's Office, Ad Hoc Committee on Personnel, labor unions, employee groups and other State and Federal agencies.

FILING INSTRUCTIONS:

All applicants must submit an **Examination Application (STD 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Diane Joseph
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ will be eliminated from the examination process.** The SOQ should be one, but no more than two pages in length, and is a separate discussion from the application and/or resume. The SOQ should include a discussion describing how the applicant's education, experience, knowledge, skills, and abilities relate to the qualifications for this position. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. All inquiries regarding this examination should be directed to Diane Joseph at (916) 653-8456.

EXAMINATION INFORMATION:

The position exists with the EDD in Sacramento. A review of all applications and SOQs will occur immediately following the final filing date. The Minimum Qualifications and Desirable Qualifications will be used as the evaluation criteria to screen the applications and SOQs. Interviews may be conducted with the most qualified applicants. Qualified applicants will be ranked competitively and notified of their results. The results of this examination will be used solely to fill the position of Chief, Human Resource Services Division.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And

Have the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; labor agreements; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program; and effectively carry out administrative and personnel management responsibilities under SPB/DPA rules and labor agreements.

Knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, or other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Direct managerial experience in the implementation of personnel management programs and policies.
3. Familiarity with the Employment Development Department's major programs, including Unemployment Insurance, Disability Insurance, Job Service, Employer Tax, Employment and Training and Workforce Development.
4. Demonstrated ability to establish and maintain effective working relationships and partnerships with officials of the State Personnel Board, State Controller's Office, Department of Personnel Administration, labor unions, employee groups and other state agencies.
5. Demonstrated effective communication and negotiation skills.
6. Familiarity with the Department's major automated systems.
7. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.
8. Demonstrated capacity to make effective management decisions on a variety of challenges in a fast-paced and changing environment.